



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SUPERVISING OCCUPATIONAL/PHYSICAL THERAPIST

Class No. 004423

■ CLASSIFICATION PURPOSE

To provide general and administrative supervision to therapists and clerical staff; to administer medically necessary occupational or physical therapy services as prescribed by physicians to children with neuromuscular and/or musculoskeletal disorders; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Supervising Occupational/Physical Therapist is the first-line supervisory level class in the Occupational/Physical Therapist series. Incumbents report to the Chief, Occupational/Physical Therapy Services and under general supervision, plan, direct and supervise the day-to-day operations of a medical-therapy unit (MTU) and/or satellite site of the California Children Services (CCS) Program. Supervising Occupational/Physical Therapists are found exclusively in the Health & Human Services Agency.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Supervises, evaluates and rates the work performance of lower level staff assigned to a specific Medical Therapy Unit (MTU) to provide treatment to physically disabled children.
2. Coordinates the provision of physical and/or occupational therapy services and assigns work to subordinate therapists, assistants, clerks and students.
3. Collaborates treatment with other divisions of the department, other county departments, Special Care Centers, educational authorities, parents and other concerned parties.
4. Reviews requests for durable medical equipment for individual patients and authorizes when eligible.
5. Reviews requests for and arranges therapy services through therapy providers in the community when necessary.
6. Reviews and audits all current open cases for compliance with operative standards and regulations, for current and adequate reports, and for appropriate diagnosis, evaluation, treatment plan and service delivery.
7. Explains program policies and objectives to patients, parents, educators, and other interested parties.
8. Provides in-service training in specific technical areas related to patient treatment; orients and trains new staff.
9. Assists the Chief, Occupational/Physical Therapy Services with MTU program development.
10. Provides administrative and technical oversight of program operations in county area covered by the MTU.
11. Serves as CCS liaison with the local school SELPAs (special education local plan areas) and school districts and insures interagency compliance with joint regulations.
12. Provides courteous, high quality service to members of the public by personally responding to requests for service or making appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, methods and equipment used in physical and/or occupational therapy for children and adolescents with physical disabilities.
- Special techniques of occupational and/or physical therapy applicable to various physical conditions.
- Measurement and treatment techniques for neuromuscular or musculoskeletal disorders.
- Normal and atypical growth and development of children.
- Human anatomy and physiology including all systems of the body, with emphasis on musculoskeletal, circulatory and nervous systems.
- Concepts, scope, and function of physical and/or occupational therapy and its relationships to other health professions.
- Professional ethics, conduct, and legal issues applicable to the provision of occupational and/or physical therapy care.
- Federal and State laws and regulations pertaining to occupational therapy or physical therapy treatment of patients eligible for the CCS program.
- Fabrication, use, and care of adaptive devices and equipment.
- Pathophysiological conditions resulting from injury and disease, and psychosocial reactions to illness and disease.
- Relationships of anatomical structures to normal and abnormal movement including surface anatomy.
- Neuro-physiological approach to neuromuscular dysfunction.
- The interrelationship of the various disciplines involved in the rehabilitation of physically disabled children.
- CCS program policies and procedures.
- Principles and practices of supervision and training.
- The General Management system in principle and in practice.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

- Apply physical or occupational therapy principles and techniques in the treatment of children with physical disabilities.
- Deliver prescribed occupational or physical therapy.
- Evaluate patient progress and maintain appropriate records.
- Maintain a caseload and provide case management.
- Communicate effectively orally and in writing.
- Establish effective interpersonal relations with staff, patients, parents and other interested persons.
- Use special equipment applicable to physical or occupational therapy.
- Instruct and train subordinate staff in occupational or physical therapy techniques, exercises and equipment.
- Prepare records and reports for department administration and state program reviewers.
- Plan, organize, direct and evaluate the work of professional and support staff.
- Manage and administer a therapy unit to assure program compliance with federal and state laws and regulations, interagency agreements, CCS policies and procedures, and due process.
- Insure therapy services are medically necessary.
- Utilize resolution of conflict skills.
- Provide training and consultation service to other professional workers and other staff.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact and diplomacy.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or by making referral.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: successful completion and graduation from an accredited school of occupational OR physical therapy; AND, three (3) years of clinical experience working with physically disabled children as a certified or licensed occupational or physical therapist.

Note: Supervisory experience is highly desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent: sitting, walking, standing, bending at the waist and neck, and twisting of the neck. Constant hand use, repetitive motion of dominant hand, and simple grasping. Occasional: squatting, climbing, kneeling, twisting at the waist, power grasping, fine manipulation of hands, pushing and pulling with hands, and reaching above and below shoulder level.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

A valid National Provider Identification Number (NPI) is required at the time of employment, or proof of application must be provided within sixty (60) days of beginning employment. Incumbents are required to maintain the NPI throughout employment in this class.

OCCUPATIONAL THERAPY OPTION

Professional License: Incumbents must be licensed as occupational therapists by the California Board of Occupational Therapy or be in the process of obtaining licensure in California. See note below.

Note: Occupational therapy applicants, who are licensed occupational therapists in another state besides California, must show proof of application for licensure as an occupational therapist with the California Board of Occupational Therapy (BOT). They must have completed an accredited occupational therapy program, including the minimum hours of required fieldwork, and passed the national examination administered by the National Board for Certification in Occupational Therapy (NBCOT). Applicants who have applied for and been found eligible to take the next scheduled examination and those awaiting test results can apply for a limited permit and practice as an occupational therapist under the supervision of a licensed occupational therapist. Applicants must obtain their license per California BOT or they will be terminated from county service.

Effective January 1, 2004, per the Occupational Therapy Practice Act, section 2570.4(d), individuals licensed in another state are allowed to practice in California for up to 45 days provided they work in association with a person that is licensed in California as an occupational therapist.

PHYSICAL THERAPY OPTION

Professional License: Incumbents must be licensed as physical therapists with the State of California Department of Consumer Affairs, Physical Therapy Board of California or be in the process of obtaining licensure in California. See note below.

Note: Physical therapy applicants, who are licensed physical therapists in another state besides California, must show proof of application for licensure as a physical therapist with the State of California Department of Consumer Affairs, Physical Therapy Board of California. These physical therapist license applicants must obtain their license as provided in the California Business and Professions Code; Division 2; Chapter 5.7; Section 2636.5 and Section 2639 or they will be terminated from county service.

Working Conditions

Incumbents may be in contact with violent, contagious, or unpredictable patients.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

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Supervising Occupational/Physical Therapist (Class No. 004423)

Union Code: MM

Variable Entry: Y